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OFFICE OF TRAINING

NOTICE

No. 16-69

14 March 1969

SUBJECT: Establishment of Executive Assistant in the Office of Training

1. Effective this date, Chief, Plans and Management, OTR, is redesignated Executive Assistant to the Director of Training (OTR/EA). [REDACTED]  
[REDACTED] is appointed Executive Assistant.

25X1A9A

25X1A9A

2. In addition to the former duties of Plans and Management, the office of the Executive Assistant will also have responsibility for the review, coordination and processing of incoming and outgoing correspondence for the Director of Training. OTR/EA is also administratively responsible for OTR's representatives to the Defense Intelligence School, National Interdepartmental Seminar, and the [REDACTED], and for the work of the OTR Historian.

25X1A14A

3. Components within the office of the Executive Assistant are:

Plans Staff  
Management Staff  
Personnel Branch  
Budget and Fiscal Branch  
Security Officer  
Logistics Branch (formerly  
Supply and Services Branch)  
OTR Historical Office

25X1A9A

Liaison

Defense Intelligence School  
National Interdepartmental  
Seminar

25X1A14A [REDACTED]

[REDACTED]  
Director of Training

X1A9A

Distribution: Key 1-C

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OFFICE OF TRAINING

NOTICE  
No. 15-69

14 March 1969

SUBJECT: Establishment of Instructional Support Staff, OTR

1. Effective this date, the Instructional Support Staff (OTR/ISS) is established in the Office of Training. Mr. [REDACTED] is appointed Acting Chief. 25X1A9A

The Staff includes the following branches:

Admissions, Information and Records -  
Audio/Visual Services -  
Instructor Training -  
Library Services -

25X1A9A

2. The Instructional Support Staff is responsible for carrying out functions allied to the direct support of OTR's instructional programs. Specifically:

Admissions, Information and Records Branch, formerly Registrar Staff, is responsible for enrolling employees in OTR courses and in external training programs, providing information on training opportunities both within and outside the Agency, and providing data on records of Agency employees in internal and external training.

Audio/Visual Services Branch, formerly the Instructional Services Branch, P&M, is responsible for producing visual aids for instructors and for operating and maintaining audio/visual equipment in support of training programs conducted by OTR.

Instructor Training Branch, to be located at OTR headquarters, Room 839 Glebe, in addition to providing instruction in techniques of teaching, will be responsible for maintaining an up-to-date inventory of new technological developments in education and for continuing OTR's development of applications of program-assisted instruction.

Library Services Branch, to be located in Room 632 Glebe, will provide a reference and loan service within OTR and will be the focal office for servicing requirements of the Language School library and the library at [redacted]

25X1A6A

3. Secretariat support to the Training Selection Board will be included in the office of C/JSS/OTR.

25X1A9A

Director of Finance

### Group I

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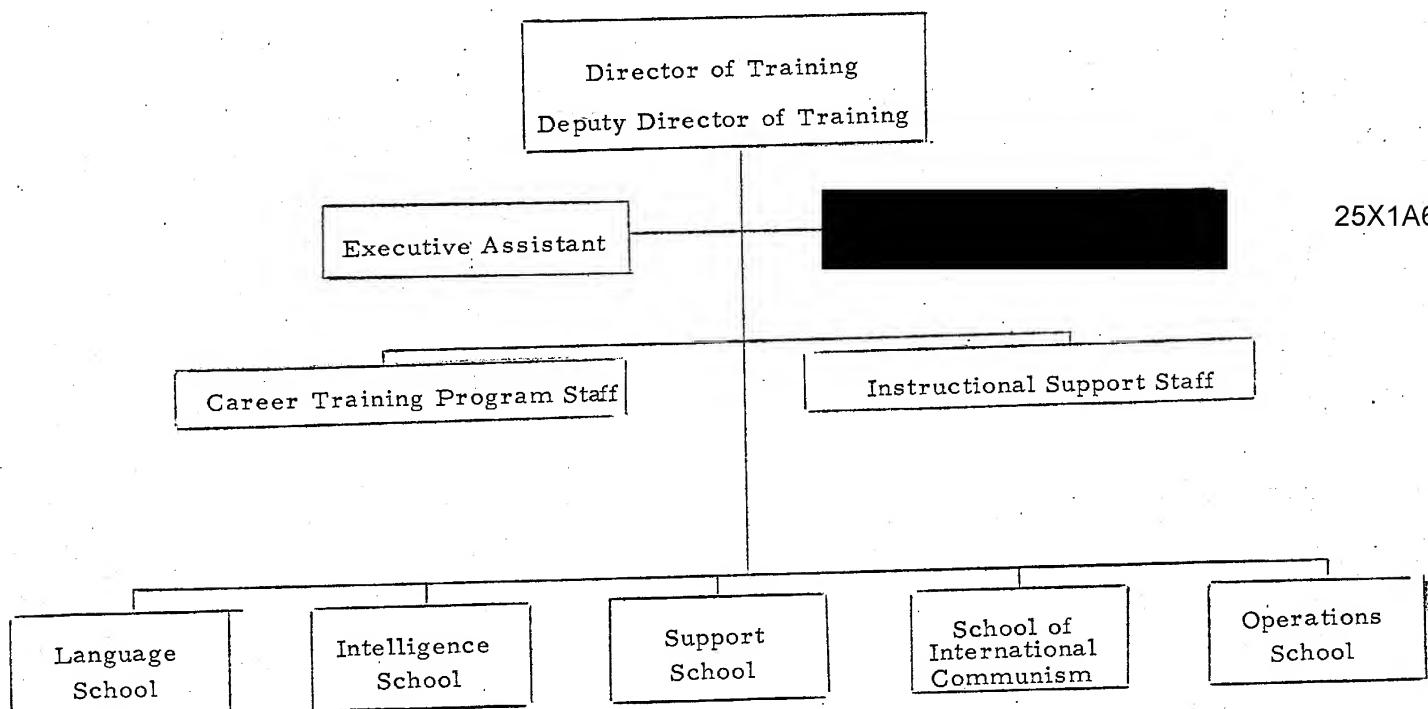
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HR [REDACTED]  
ORGANIZATION

OFFICE OF TRAINING



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Revised: 11 March 1969